

**\*\*\*\*\*CAREER OPPORTUNITY\*\*\*\*\***



**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF GEORGIA**

**VACANCY ANNOUNCEMENT**

Position Title: Intake/Docket Clerk (Full-time)  
Location: Savannah, Georgia  
Opening Date: June 19, 2006  
Closing Date: July 7, 2006  
Starting Salary/Range: \$31,113 - \$55,876 (CL 24-25)\*  
Position Announcement No. 06-02

\* Salary commensurate with qualifications

**POSITION OVERVIEW**

The Southern District of Georgia is comprised of six divisional offices and serves a 43-county area. The Savannah divisional office is the headquarters office with a staff of sixteen deputy clerks and serves four judicial officers and their staff. The Savannah division is mainly responsible for filings in the Savannah, Statesboro and Waycross divisions. This position reports directly to the chief deputy clerk for the Savannah division. The individual selected for this position must have thorough knowledge and skill using WordPerfect and the Windows operating system. Court, legal or other applicable experience is helpful but not required. A Degree is preferred.

The individual selected for this position will be required to perform, but not be limited to, the following duties.

Makes summary entries of all documents and proceedings on the docket. This includes, but is not limited to, such things as: pleadings petitions, motions, complaints, minutes, and orders.

Assists in case management by ensuring that all automated entries are appropriately linked for proper case management.

Prepares and transmits to appropriate parties such items as: notices, judgments and orders.

Informs parties when a judgement or appealable order is entered on the docket. Answers inquiries on case status.

Opens cases upon receipt of initiating documents, such as complaints, indictments, or petitions.

Closes cases upon receipt of terminating documents, such as judgments and closing orders.

Performs other duties as assigned.

## **BENEFITS**

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified applicants may contact Scott L. Poff, Clerk, U.S. District Court for information on the position. Please send resumes to:

Scott L. Poff.  
Clerk, U.S. District Court  
Southern District of Georgia  
125 Bull Street, Room 306  
Savannah, Georgia 31401  
(912)650-4031

All applicants must be a U.S. citizen or eligible to work in the United States.

All employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

**EQUAL OPPORTUNITY EMPLOYER**